



United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020

USPSOIG VACANCY ANNOUNCEMENT #03-23

Grade: Band C FLSA: Non-Exempt
Salary: \$26,429 - \$62,991 Per Annum
(Includes Locality Pay)
Position: Multiple located in Arlington, VA
Relocation Expenses Will Not Be Paid
Open: 06/04/03 Close: 06/25/03

Staff Assistant

The United States Postal Service Office of Inspector General is seeking a highly qualified candidate to fill our Staff Assistant positions. Duties include: word processing, proofreading, photocopying and distributing documents, maintaining a filing system, maintaining and updating databases, and other duties as assigned. The OIG is a values-based organization that promotes a strong team environment where teamwork, leadership, communication, creativity, and conceptualization are encouraged and fostered.

MINIMUM QUALIFICATIONS

- At least 2 years of general clerical experience or high school graduate
- At least 1 year of executive-level administrative assistant experience

EVALUATION FACTORS

- Skill in using various software applications, including Microsoft Word, Excel, and PowerPoint
- Skill in planning and executing work activities, without direct supervision, and in accomplishing tasks to meet deadlines
- Ability to perform clerical work such as typing and administrative support
- Ability to communicate both orally and in writing, to establish and maintain effective working relationships, including using courtesy, tact, and discretion when interacting with people
- Demonstrated commitment to teamwork, leadership, communication, creativity, and conceptualization

ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and background investigation
- May require up to 25 percent travel

BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education, and training, that indicates the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- An OF-612, SF-171, PS Form 2591, PS Form 991, or a resume
- Latest performance appraisal (within 15 months)
- A separate, written narrative that describes specific experience (tasks and accomplishments) for each Evaluation Factor (limited to one page per factor)

NOTE

- **OPEN TO ALL SOURCES IN LOCAL COMMUTING AREA ONLY**
- **U.S. CITIZENSHIP REQUIRED**
- **SEND YOUR APPLICATION TO THE ABOVE ADDRESS**
- **MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT**

Applicants must meet all eligibility requirements by the closing date of the announcement. **All letters and packages mailed must have a return address and include the vacancy announcement number on the envelope.**

REASONABLE ACCOMMODATIONS

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2353. The decision on granting an accommodation request will be made on a case-by-case basis.

Job Line Number:
1-888-OIG-HIRO
1-888-644-4470
DC Relay Service:
202-855-1234 (TTY)
Or Visit our website:
www.uspsaig.gov

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